

North Carolina Agriculture Cost Share Program Review Summary
(October, 2014)

County	<u>Person</u>	Date of Previous Review/Report	<u>April, 2001</u>
District Staff Name(s)	<u>Jim Pentecost, Nancy McCormick</u>	Date	<u>October 24, 2014</u>
NRCS Staff Name(s)	<u>Brent Bogue</u>		
Division Representative(s)	<u>David Harrison, Ralston James</u>		
Additional Participants	<u></u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
When do you schedule your board meetings?				X	Second Monday of the month. Too be changed soon.		X			
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?				X	Sign is on the office door, the district has a Facebook page and is working on a website.		X			

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<i>When do you develop a conservation plan for a potential applicant?</i>				X	When there is a request for assistance. Updated as needs arise.		X			
<i>How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?</i>				X	Field evaluations are done as needed.		X			
<i>Are applications reviewed and approved by the Board as a separate action item?</i>				X	Yes		X			
<i>Are application decisions/motions recorded in the board minutes?</i>				X	Yes		X			
Because applicants are limited when applying for incentive BMPs, how does your district track the applications for incentive BMPs? Is your district using the self-certification form provided by the division to track incentive BMPs.				X	Not many incentive contracts. Requests would be tracked through NRCS's database.		X			
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				X	Through the same database.		X			
If multiple partners farm together, how does the district track individual applicants as one operation?				X	Through the same database.		X			
Once applications are approved, how do you develop a contract?				X	Meet with the farmer in the field and develop the contract for what is needed.		X			

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Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	Contract is reviewed with the applicant and they are advised to not start work until the contract is approved by the Division.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	Phone call and letter.		X			
What information do you provide the applicant?				X	Field layout and design criteria. Onsite when work begins.		X			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				X	Yes		X			
<i>Are contract decisions/motions recorded in the board minutes?</i>				X	Yes		X			
Describe the district/board's procedure for approving supervisor contracts.				X	Contracts are all ranked and supervisor abstains from voting.		X			
<i>Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?</i>				X	Yes		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?				X	Field visits and onsite when work begins and during construction.		X			


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How do you track the Commission’s interim performance milestone? One-third of the work must be completed within 12 months of division approval.				X	Keep tract with side notes.		X			
Is the district recording 6-month extensions in the board minutes?				X	Yes		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?				X	Checkout sheet is completed and BMP is inspected in the field.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes. Checkout sheet is completed and BMP is inspected in the field.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes		X			
If the BMPs are not installed by the end of the third program year per Commission policy, how does the district request a one-year extension?				X	Written request to the Commission.		X			
Are payment decisions/motions recorded in the board minutes?				X	Yes		X			


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Section 2: Spot Checks and Compliance Issues										
Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Who participates in annual spot checks? When are they conducted?				X	One supervisor, DC, and District Technician. Sometimes an additional supervisor attends as well		X			
How does the district select which contracts to spot check?				X	5% of contracts. Random number.		X			
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWQ.				X	None in the county		X			
How does the district review five percent of all waste utilization plans?				X	None in the county		X			
How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS employee or district supervisor? This includes CPOs, revisions, supplements or repairs.				X	DC handles the scheduling		X			


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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation" How does your district notify individuals that have destroyed or mismanaged a BMP?				X	Letters are sent from the district, signed by the district Chairman.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	Supervisors are notified at the board meeting. Chairman is notified when discrepancy is noted.		X			
When does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept with the CPO?				X	Letter is sent by district.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Discrepancies have been repaired.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes		X			


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Section 3: Record Keeping										
Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
How does the district track BMP funds?				X	District uses ledger for tracking several years.		X			
How does the district use the division on-line (website) reports?				X	Yes		X			
How are your BMP funds audited? What is the date of the last audit? Who performed the audit? Was the BMP audit form completed and notarized?				X	Office staff		X			
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	County - December 2013		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Jim Pentecost		X			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	County - December 2013		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	No matching funds		X			


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How much time is spent on cost share program (ACSP, CCAP, and AgWRAP) contracts and BMP implementation? How is that tracked?				X	95%		X			
Is proper job approval authority (JAA) documented for each technical and cost share position?				X	Additional training is needed for the District Technician. DC has appropriate JAA for the district		X			
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract?				X	Yes		X			


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Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 73-2005-009 Applicant Name: Bradshaw Huff Farm/Brent Adcock BMP: Grassed Waterway Insert Picture 				X	BMP looks good.		X			


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Contract Number: 73-2006-010 Applicant Name: Russell Horton - Supervisor BMP: Grassed Waterway <i>Insert Picture</i> 				X	BMP looks good		X			


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Contract Number: 73-2006-011 Applicant Name: Russell Horton - Supervisor BMP: Field Border <i>Insert Picture</i> 				X	BMP looks good		X			


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Contract Number: 73-2007-001 Applicant Name: Russell Horton - Supervisor BMP: Grassed Waterway <i>Insert Picture</i> 				X	BMP looks good		X			


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Contract Number: 73-2007-002 Applicant Name: Russell Horton - Supervisor BMP: Grassed Waterway/Diversion Insert Picture 				X	BMPs looks good		X			


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Contract Number: 73-2007-009 Applicant Name: John R. Gray - Supervisor BMP: Grassed Waterway/Field Border Insert Picture 				X	BMPs looks good		X			


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Contract Number: 73-2007-016 Applicant Name: John R. Gray - Supervisor BMP: Grassed Waterway/Field Border Insert Picture 				X	BMPs looks good		X			


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Contract Number: 73-2008-001 Applicant Name: Thomas Family Farm/Ruben Moore BMP: Grassed Waterway/Field Border Insert Picture 				X	BMPs looks good		X			


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Contract Number: 73-2008-015 Applicant Name: Willis Porterfield/Ruffin Woods BMP: Grassed Waterway/Field Border Insert Picture 				X	BMPs looks good		X			


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Contract Number: 73-2009-002 Applicant Name: Craig Morrow BMP: Well, HUAP, Fence, Tank Insert Picture 				X	BMPS look good		X			


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Contract Number: 73-2009-024 Applicant Name: James Thomas BMP: Grassed Waterway Insert Picture 				X	BMP looks good		X			


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Contract Number: 73-2010-001 Applicant Name: Bruce Whitfield - Supervisor BMP: Grassed Waterway/Field Border Insert Picture 				X	BMPs look good		X			


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Contract Number: 73-2010-017 Applicant Name: Craig Morrow BMP: Grassed Waterway/Field Border/Terraces Insert Picture 				X	BMPs need some regular maintenance		X			


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<p>Contract Number: 73-2011-011 Applicant Name: John R. Gray - Supervisor BMP: Grassed Waterway/Field Border</p> <p>Insert Picture</p> 			X		Grassed Waterways and Field Borders have been damaged and need to be reseeded	X				


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Contract Number: 73-2011-014 Applicant Name: John R. Gray - Supervisor BMP: Grassed Waterway/Field Border Insert Picture 				X	BMPs look good		X			


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Contract Number: 73-2011-015 Applicant Name: Carl Jones BMP: Grassed Waterway/Field Border Insert Picture 				X	BMPs look good. Just need a small amount of normal maintenance		X			

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Contract Number: 73-2012-008 Applicant Name: Willie Porterfield BMP: Grassed Waterway/Diversion <i>Insert Picture</i> 			X		Diversion is in good shape. Grassed Waterway needs some repair.	X				

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Contract Number: 73-2013-002 Applicant Name: John R. Gray - Supervisor BMP: Grassed Waterway <i>Insert Picture</i> 				X	BMPs look good. Just need a small amount of normal maintenance		X			

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Contract Number: 73-2013-004 Applicant Name: Julia German/Two Red Wolves BMP: CREP – Hardwood tree planting/Fencing <i>Insert Picture</i> 				X	BMPs look good		X			

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Contract Number: 73-2013-008 Applicant Name: Ronnie Bowes - Supervisor BMP: Grassed Waterway/Diversion Insert Picture 			X		Need to do some minor repairs and reseeding	X				

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Contract Number: 73-2014-001 Applicant Name: John R. Gray - Supervisor BMP: Field Border <i>Insert Picture</i> 				X	BMP looks good		X			